## Setup Microsoft Multi-Factor Authentication

1. Click this link or copy it into your web browser: <u>https://aka.ms/mfasetup</u>. Enter your Brookdale email address, click next.

Microsoft	
Sign in o continue to Outlook	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next
	Nex

2. Enter your Brookdale Password click next, and when you see the "More Information Required" message, click next.

BROOKDALE COMMUNITY COLLEGE	BROOKDALE COMMUNITY COLLEGE
	m365_a3_test@brookdalecc.edu
Enter password	More information required
Password	Your organization needs more information to keep your account secure
Forgot my password	Use a different account
5	Learn more
Sign in	Next

 If you would like to use your Mobile phone option noted in step 10 below, *first download the* Microsoft Authenticator app directly from the App Store, then select Mobile App as an option during setup.



- Select your preferred security verification method(s).
   OIT recommends: (1) using the Microsoft Authenticator Mobile and (2) adding your mobile phone number as an authentication phone as your second option.
  - Note: You can switch the default and secondary options at any time after the initial set up via the link above - <u>https://aka.ms/mfasetup</u>

• Click the "Next" button.

	ROOKDALE
Add	tional security verification
ecure	your account by adding phone verification to your password. View video to know how to secure your account
Step	1: How should we contact you?
Mob	ile ap p 🗸 🗸
Mob	ile app v w do you want to use the mobile app?
Hot	ile app v w do you want to use the mobile app? Receive notifications for verification
Hote O	ile app v w do you want to use the mobile app? Receive notifications for verification Use verification code
Mot Ho O To us	ile app v w do you want to use the mobile app? Receive notifications for verification Use verification code these verification methods, you must set up the Microsoft Authenticator app.

- If you would like to use the Mobile app as your second option, make sure you have downloaded the Microsoft Authenticator app directly from the App Store, and then select Mobile App as an option and the blue "Set up" button shown below.
- 6. Open the Microsoft Authenticator mobile app on your mobile device and tap the plus button on the top left. Select "**Work or school account**" and click the "**Scan QR code**" option.



7. Scan the QR Code with your phone's camera from within the Microsoft Authenticator app and approve the request in the App.



8. Add any available phone number as a backup verification method. Then click next.

COMMUNITY COLLEGE
Additional security verification
Secure your account by adding phone verification to your password. View video to know how to secure your account
Step 1: How should we contact you?
Authentication phone v
Select your country or region 💙
Method O Send me a code by text message
O Call me
Next
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.
©2021 Microsoft Legal   Privacy

 Choose your *default preferred option*: Confirm that all security verification methods you want are added on the final screen. *Make sure to select the MFA method you prefer as your default option* on the final page and click save. 10. For mobile phone setup, select "I want to setup a different method"

	Meth	od 1 of 2: App
	2 App	Email
Micros	oft Authenticator	
	Start by getting the ap	p
	On your phone, install the Micros	oft Authenticator app. Download now
	After you install the Microsoft Au	thenticator app on your device, choose "Next".
	I want to use a different authentic	cator app
		Nex

11. Select Phone and click confirm.

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Which method would you like to use?
Choose a method V
Authenticator app
Phone
Office phone

12. Enter your Mobile phone number and select your contact option then click next. **OIT recommends**: Receive a code

Method 1 of 2: Phone				
Pho	ne	Email		
Phone				
You can prove who you are by answering a call on your phone or receiving a code on your phone.				
You can prove who you are	by answering a call on you	ar phone or receiving a code on your phone.		
You can prove who you are What phone number would	by answering a call on you you like to use?	ur phone or receiving a code on your phone.		
You can prove who you are What phone number would United States (+1)	by answering a call on you you like to use?	ur phone or receiving a code on your phone.		
You can prove who you are What phone number would United States (+1) Receive a code	by answering a call on you you like to use?	ur phone or receiving a code on your phone.		
You can prove who you are What phone number would United States (+1) Receive a code Call me	by answering a call on you you like to use?	Enter phone number		
You can prove who you are What phone number would United States (+1) Receive a code Call me Message and data rates ma and cookies statement.	by answering a call on you you like to use? v	Enter phone number		

## 13. Enter the code received.

Method 1	of 2: Phone
Phone	Email
Phone	
We just sent a 6 digit code to +1 7322329201. Enter t Enter code	the code below.
Resend code	Back

## 14. Verification is complete message appears

	Method 1 c	of 2: Phone	
	Phone	Email	
Phone			

## Set up I now complete

4	Keep your account secure				
	Met	hod 2 of 2: Done	•		
	Phone		Email		
Succes	s!				
Great job! Yo <b>Default sign</b>	u have successfully set up your secu -in method:	rrity info. Choose "Done" to cor	ntinue signing in.		
S Phor	ne				
Emai	il .				
			Done		